Course Outline

Data Analysis and Visualization with Microsoft Excel

Course Summary

Topics

- Analyzing and Visualizing Data for Business
- Analyzing Data with Formulas and Functions
- Creating Conditional Visualizations
- Creating PivotTables, PivotCharts, and Slicers
- Presenting Data in an Excel Dashboard
- Performing Statistical Analysis
- Getting and Transforming Data
- Modeling and Analyzing Data with Power Pivot
- Creating Geospatial Visualizations with Excel

Audience

This course is designed for students who already have foundational knowledge and skills in Excel and who wish to perform robust and advanced data and statistical analysis with Microsoft Excel using Pivot Tables, use tools such as Power Pivot and the Data Analysis ToolPak to analyze data, and visualize data and insights using advanced visualizations in charts and dashboards in Excel.

Prerequisite

To ensure success, you should have baseline skill using Microsoft Excel worksheets, particularly in creating workbooks with formulas and functions.

Duration

Two Days

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I. **Analyzing and Visualizing Data for Business**
 A. Data Analysis Scenarios
 B. Visualize Data with Charts
 C. Modify and Format Charts

II. **Analyzing Data with Formulas and Functions**
 A. Analyze Data with Formulas
 B. Analyze Data with Functions
 C. Analyze Data with Data Validation, Forms, and Controls

III. **Creating Conditional Visualizations**
 A. Use Lookup Functions
 B. Combine Functions

IV. **Creating PivotTables, PivotCharts, and Slicers**
 A. Create a PivotTable
 B. Analyze PivotTable Data
 C. Visualize Data with PivotCharts
 D. Filter Data Using Slicers

V. **Presenting Data in an Excel Dashboard**
 A. Dashboard Planning
 B. Create a Dashboard in Excel

VI. **Performing Statistical Analysis**
 A. Visualize Trendlines and Sparklines with Excel
 B. Install and Activate the Data Analysis ToolPak

VII. **Getting and Transforming Data**
 A. Connect to Data with Queries
 B. Clean and Combine
 C. Shape and Transform Data

VIII. **Modeling and Analyzing Data with Power Pivot**
 A. Install Power Pivot in Excel
 B. Create Data Models with Power Pivot
 C. Create Power Pivots
 D. Perform Advanced Data Analysis and Visualization

IX. **Creating Geospatial Visualizations with Excel**
 A. Create Map Charts in Excel
 B. Format and Customize Map Charts in Excel